



## **JOB ACTION SHEET: Texas Emergency Medical Task Force (TX EMTF) Infectious Disease Response Unit (IDRU) Group Supervisor**

**Mission:** The TX EMTF Group Supervisor is responsible for managing and supervising all aspects of an EMTF mission, both operational and managerial, from the time of activation through the return to the home jurisdiction under the direction of a TX EMTF Task Force Leader (TFL), if assigned. Responsibilities include accountability of personnel and equipment as well as overseeing the delivery of safe and effective patient care within the Task Force. The TX EMTF Group Supervisor is responsible for the development and completion of all Task Force objectives as well as the proper reporting, record keeping, and after-action requirements.

<b>Immediate Response (0 – 2 hours)</b>
<p><b>Receive appointment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gather intelligence, information and likely impact from the sources providing event notification.</li> <li><input type="checkbox"/> Assume the role of Group Supervisor</li> <li><input type="checkbox"/> Review this Job Action Sheet</li> <li><input type="checkbox"/> Review common responsibilities from Deployment Resource Guide</li> </ul>
<p><b>Assess the operational situation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify Staff in Coordination with TX EMTF Coordinator or TX EMTF State Coordination Office (SCO):             <ul style="list-style-type: none"> <li>• Safety Officer</li> <li>• Medical Incident Support Team (MIST) members</li> <li>• Logistics Technician</li> </ul> </li> <li><input type="checkbox"/> Brief Staff on initial objectives and issues, including:             <ul style="list-style-type: none"> <li>• Size and complexity of the incident</li> <li>• Expectations</li> <li>• Involvement of outside agencies, stakeholders, and organizations</li> <li>• The situation, incident activities, and any special concerns</li> </ul> </li> <li><input type="checkbox"/> Determine logistical load plan in coordination with EMTF Coordinator</li> <li><input type="checkbox"/> Assist with mustering activities such as equipment and supply quality assurance checks.</li> <li><input type="checkbox"/> Development of travel plan to include convoy order, route, and communications.</li> <li><input type="checkbox"/> Complete safety briefing prior to departing mustering point.</li> <li><input type="checkbox"/> Obtain roster and begin completing assignments and schedules.</li> <li><input type="checkbox"/> Ensure all staff are in appropriate communications threads.</li> <li><input type="checkbox"/> Verify all safety checks have been completed prior to departing the mustering site.</li> <li><input type="checkbox"/> Seek feedback and further information.</li> </ul>



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**Activities**

- Ensure all activated positions are documented in Personnel Roster, Response Resources and on status boards.
- Activation of Asset Trak devices

**Documentation**

- ICS 201: Initiate the Incident Briefing form.
- ICS 208: Assign or complete a Safety Briefing.
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis.

**Resources**

- N/A

**Communication**

- Maintain communication with TX EMTF SCO

**Safety and security**

- Ensure that appropriate safety measures and risk reduction activities are initiated.
- Ensure that ICS 215A – Incident Action Plan Safety Analysis is completed and distributed.



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**Intermediate Response (2 – 12 hours)**

**Activities**

- Complete PAR check with Safety Officer of all personnel and assets upon arrival at MMU site.
- Team & safety briefing completed prior to beginning operations.
- Verify assignments and schedule of staff.
- Communicate and post organizational chart.
- Conduct staff briefing and communicate assignments and objectives prior to site becoming operational.
- Advise the EMTF SCO and local jurisdiction when EMTF assets are operations.
- Identify objectives for next operational period

**Documentation**

- Incident Action Plan (IAP) Quick Start
  - ICS 202: Initiate the Incident Briefing form.
  - ICS 204: Assign or complete the Assignment List as appropriate.
  - ICS 207: Assign or complete the Organizational Chart for assigned positions.
  - ICS 208: Assign or complete a Safety Briefing
  - ICS 213: Document all communications on a General Message Form
  - ICS 215: Assign or complete an Operational Planning Worksheet to identify needed assets.
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

**Resources**

- Request additional assets as needed.

**Communication**

- Maintain communication with TX EMTF SCO

**Safety and security**

- Ensure that patient and personnel safety measures and risk reduction actions are followed



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**Extended Response (greater than 12 hours)**

**Activities**

- Transfer the Group Supervisor role, if appropriate
  - Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the local jurisdiction.
  - Address any health, medical, or safety concerns.
  - Address political sensitivities, when appropriate.
  - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are briefed on response issues and objectives.
- Ensure that an Incident Action Plan (IAP) is developed for each operational period, approved, and provided to Command Staff for operational period briefings.
- Ensure briefings are being conducted regularly.
- Anticipate staffing needs and ensure an appropriate level of medical support providers are available and staged as needed throughout the incident.
- Account for and monitor health, safety, and welfare of assigned personnel.
- Conduct briefing with Safety Officer and verify all Safety quality assurance inspections are completed.
- Conduct briefing with Logistics Technician and verify all logistical needs are being met.
- Facilitate any shift change briefings.
- Participate in any TX EMTF and/or local jurisdiction briefings.
- Maintain communications with TX EMTF SCO and any assigned MIST members assigned to support ESF-8 functions within the area of operation.
- Ensure compliance with all safety practices and procedures.
- Complete an accurate legible ICS 214 Activity Log
- Complete or provide metrics to facilitate completion of TX EMTF CAN Report
- Ensure accurate and timely completion of WebEOC tasks.
- Ensure all staff are kept informed of mission objectives and status changes



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**Documentation**

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  - ICS 204: Assign or complete the Assignment List as appropriate.
  - ICS 207: Assign or complete the Organizational Chart for assigned positions.
  - ICS 208: Assign or complete a Safety Briefing
  - ICS 213: Document all communications on a General Message Form
  - ICS 215: Assign or complete an Operational Planning Worksheet to identify needed assets.
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

**Resources**

- Authorize resources as needed or requested by Command Staff

**Communication**

*Maintain communication with TX EMTF SCO*

**Safety and security**

- Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Manager
- Provide for personnel rest periods and relief.
- Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques



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**Demobilization/System Recovery**

**Activities**

- Transfer the Group Supervisor role, if appropriate
  - Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the local jurisdiction.
  - Address any health, medical, or safety concerns.
  - Address political sensitivities, when appropriate.
  - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are briefed on response issues and objectives.
- Receive Demobilization Order from TFL and/or TX EMTF SCO.
- Approve notification of demobilization to the EMTF staff when the incident is no longer active or can be managed using local resources.
- Develop Demobilization Plan in coordination with Safety Officer.
- Communicate plan to all staff.
- Execute safe and efficient demobilization of MMU site.
- Verify any support service providers have been notified to cease service.
- Assist TFL with development of travel plan to include convoy order, route, and communications.
- Participate in travel safety briefing.
- Complete PAR check with Safety Officer of all personnel and assets upon returning to original mustering location.
- Assist EMTF Coordination Center with any personnel and asset check-ins.
- Conduct final briefing prior to release of staff and preform "hot wash" of incident and provide any final demobilization instructions.
- Verify all staff has completed an After-Action Survey and all Supervisors have completed an ICS 225 for all assigned personnel.
- Ensure implementation of stress management activities and services for staff
- Release staff to complete final demobilization.
- Participate in any formal the after-action processes as request by EMTF Coordination Center and/or TX EMTF SCO.

**Documentation**

- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis



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**Links**

- [Resource Folder](#)
- [WebEOC](#)
- [Asset Trak](#)
- [NOAA/NWS TX Briefing Graphics](#)
- [NOAA/NWS Forecast Maps](#)
- [NOAA/NWS Hurricane Center](#)
- [NOAA/NWS Storm Prediction Center](#)
- [TX EMTF Website](#)
- [TDEM Situation Reports](#)
- [TDEM Region Map](#)

**Notes**